Position:	Custodial Team Leader I	FLSA: Non-exempt
Department/Site:	District-Wide	Salary Grade: Leader I – 7
Evaluated by:	Director of Maintenance & Operations or Designee	

OVERALL OBJECTIVE AND SUMMARY

Oversees and participates in the custodial and light maintenance work found at a school or equivalent site. Performs a variety of technical tasks relative to assigned area of responsibility. Level of team leadership versus work performed varies according to school level and needs. Custodial Team Leaders generally work at a single site.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sweeps, vacuums, scrubs, mops, strips, waxes, and polishes floors.
- Washes windows, counters, and walls. Vacuums rugs and carpets.
- Performs a variety of dusting duties.
- Performs minor maintenance repairs to buildings and fixtures.
- Empties and cleans waste receptacles. Picks up paper. Picks up trash containers and empties into large bins.
- Moves furniture and equipment. Sets up meeting rooms, classrooms, and other school facilities for special meetings and events. Sets up equipment for athletic events.
- Deactivates/activates site alarm(s). Turns lights on and off. Unlocks and locks doors and gates. Raises and lowers flags. Washes walks and eating areas. Cleans drinking fountains.
- Picks up and delivers school supplies, furniture, or equipment.
- Maintains various custodial supplies and equipment used in the course of work.
- Checks doors, windows, and assigned area for vandalism. Reports safety, sanitary, and fire hazards.
- If assigned to nighttime services, coordinates, assigns, and inspects the work of assigned Custodians, and provides communications to the daytime staff or maintenance on matters needing attention.
- Places into position and stores lunchroom tables, chairs, portable seating, and other furniture to accommodate daily activities.
- Confers with school administrators or operations management regarding custodial and maintenance needs of assigned building, grounds, and facilities.

- Inspects buildings and grounds for damage, needed repairs, security, and safety hazards. Those assigned to nighttime services ensure the security of buildings and crews performing work.

- Orders, receives, inventories, stores, issues, and maintains necessary school and custodial, grounds, and general maintenance supplies, materials, and equipment. Maintains the custodial supply inventory system.

- Oversees and participates in cleaning and setup of rooms, furniture, and equipment arrangement for school activities and special events. May assign other custodial staff to supervise special events. Coordinates, directs, and may participate in the major cleaning of the school plant.

- Prepares, submits, and follows up on major maintenance work requests. Ensures the maintenance, cleanliness, and proper operations of facilities, such as play areas, stadiums, and auditoriums.

- Oversees and sets up rooms and facilities for a variety of day and evening activities.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools and equipment utilized in custodial and general maintenance.
- The operating principles of heating and air conditioning equipment.
- District operations, goals and objectives, specifically as they apply to the individual site.
- Work hazards and safety practices.
- Report writing and record keeping.
- Proper materials and procedures used for cleaning purposes.
- Basic hand tools used in routine building maintenance.
- Communication skills to carry out routine communications encountered in the position.
- Interpersonal skills using tact, patience, and courtesy.
- Fire/intrusion alarm system

Ability to:

- Perform all of the essential duties of the position on a journey level.
- Oversee, schedule, assign and review the work of Custodians.
- Assist in the training of assigned staff.
- Plan, prioritize, and assign work in order to meet schedules and timelines.
- Write and maintain routine records, reports and correspondence.
- Communicate with a wide range of contacts within and outside of the school setting.
- Clean and care for an assigned area and equipment.
- Perform minor repairs as assigned.
- Observe and report needed maintenance and repairs.
- Work on own initiative without close supervision

- Meet schedules and time lines.
- Plan and organize work.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Ability to pass employee entrance evaluation.

PHYSICAL ABILITIES

This position requires:

- The ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion.
- Lift light to medium weight materials or equipment up to 50 pounds on a frequent basis, pushing, pulling, or guiding over 50 pounds on an occasional basis.
- The ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, and extension window cleaners.
- Visual acuity and depth perception to operate equipment and read safety materials.
- Auditory ability to carry on conversations in person and over the phone.

EDUCATION AND EXPERIENCE

A high school diploma or equivalent is desired. Additional experience may substitute for education. One year of custodial and maintenance experience is desired. The position may require special training in safety and handling of hazardous materials.

LICENSES AND CERTIFICATES

May require a valid Driver's License and a First Aid Card.

WORKING CONDITIONS

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.

Adopted: June 2001
Revised: April 2005
Revised: April 9, 2008
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